

From: "Coffey, Scott" <CoffeySE@cdmsmith.com>  
To: [jennifer.pretare@aecom.com](mailto:jennifer.pretare@aecom.com)  
CC: [younghs@cdmsmith.com](mailto:younghs@cdmsmith.com)  
"Zhen, Davis" <Zhen.Davis@epa.gov>  
[ken.tyrrell@aecom.com](mailto:ken.tyrrell@aecom.com)  
Date: 3/27/2018 1:54:50 PM  
Subject: RE: Portland Harbor Field Sampling Kick Off Meeting

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Hi Jennifer.

I wanted to let you know (for space reserving purposes) that I will not be attending this training, but I have accepted the invitations so that I can have it on my calendar as a note that this is occurring.

Howard Young will plan to jump on the conference call-in for the first 30 minutes or so to provide an overview of our role if that is desired (I see that as an optional agenda item in the first 15 minutes). After that, our 5 professional staff from our Portland office will be in attendance who will be performing the bulk of oversight work throughout the year.

Scott

-----Original Appointment-----

From: Pretare, Jennifer [<mailto:jennifer.pretare@aecom.com>]  
Sent: Wednesday, March 21, 2018 11:11 AM  
To: Pretare, Jennifer; Moody, Nicky; Durocher, Kristen; Merrill, Fred; Tyrrell, Ken; Clodfelter, Andy; [shawn@gravitymarine.com](mailto:shawn@gravitymarine.com); Mike Duffield; Keith Kroeger; Anne Fitzpatrick; Ruffle, Betsy; McCarthy, Ryan  
Cc: Tauscher, Mark; McCoog, Michaela; Luke Smith; Matt Vanderkooy; Erin Dunbar; Haney, Jeremy; Cassem, Bruce; Alison Clements; Hose, Dave; Eric Rose; Zhen, Davis; Coffey, Scott; Young, Howard S.; Schomp, Robert; Greazel, Andrew; Trump, Julee M.; Jones, Jennifer M.; Miner, Libby  
Subject: Portland Harbor Field Sampling Kick Off Meeting  
When: Wednesday, March 28, 2018 1:00 PM-4:00 PM (UTC-08:00) Pacific Time (US & Canada).  
Where: AECOM Sample Process Facility - 1115 SE Caruthers Street, Portland. WebEx will also be available

Update for 3-27-18: I am attaching a sign in sheet for the Safety Orientation, for those that attend by phone. At the completion of the meeting, virtual attendees should sign and send this back to me. Thanks.

I am attaching a Draft Agenda for the meeting, which contains the address, phone number, and map to the location. Please RSVP if you have not already done so. We are trying to plan on the number of chairs needed, which will have to be brought in for this purpose.

Thanks

Jenny

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